SAFE AND DRUG FREE SCHOOLS AND COMMUNITIES: GLOSSARY OF AUTHORIZED ACTIVITIES AND GUIDELINES FOR EXPENDITURES

I. GENERAL INSTRUCTIONS

NCLBA §4115 (b)(1) A local educational agency shall use funds made available under Section 4114 to develop, implement, and evaluate, comprehensive programs and activities, which are coordinated with other school and community-based programs that shall--

- (A) foster a safe and drug-free learning environment that supports academic achievement;
- (B) be consistent with the principles of effectiveness...;
- (C) be designed to (i) prevent or reduce violence, the use, possession and distribution of illegal drugs; and delinquency; and (ii) create a well-disciplined environment conducive to learning.
- (D) Include activities to (i) promote the involvement of parents in the activity or program; (ii) promote coordination with community groups and coalitions, and government agencies; and (iii) distribute information about the local education agency's needs, goals, and programs under this subpart.

§4115 (b)(2) Each local educational agency...that receives a subgrant under this part may use the funds to carry out activities that comply with the principles of effectiveness....

Activities supported by Title IVA funds should be age appropriate and developmentally based and may include those that

- address the consequences of violence and the illegal use of drugs, as appropriate;
- promote a sense of individual responsibility;
- teach students that most people do not illegally use drugs;
- teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
- teach students about the dangers of emerging drugs;
- engage students in the learning process;
- incorporate in secondary schools activities that reinforce prevention activities implemented in elementary schools:
- involve families, community sectors (including appropriately trained eniors), and a variety of prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.

Principles of Effectiveness [§4115(a)(1)(A-E)]

II. Authorized Activities

A. Dissemination of Drug and Violence Prevention Information (Budget line #1) (Title IV, Sec. 4115 (b)(2)(C)

Information dissemination to develop awareness and knowledge of the nature and extent of alcohol, tobacco, and other drug use, abuse, and addiction, and their effects on individuals, families, and communities.

B. Professional Development/Training (Activities Not Directly Affecting Students) Budget line #2 [Title IV, Sec. 4115 (b)(2)(D)]

This category pertains to training and involvement of school personnel, pupil services personnel, parents and interested community members. The types of training that can be funded include substance abuse and violence 1) prevention, 2) education, 3) early identification and intervention, 4) mentoring, or 5) drug and violence prevention rehabilitation referral.

C. Drug and Violence Prevention Activities (Budget line #3)

(See funding restrictions described under "III. General Fiscal Guidelines, B.3 & B.4" on page 5.)

- 1. Community-wide planning and organization. Activities to reduce violence and illegal drug use, which may include gang activity prevention.
- Conflict resolution/peer mediation programs. Implementation of programs intended to affect critical
 life skills, knowledge, attitudes, and skills in resolving conflict without violence, including programs
 that train peer mediators and a designated faculty supervisor, and youth led anti-crime and anti-drug
 councils and activities.
- 3. Alternative education programs/services. This category pertains to alternative educational programs, projects, activities, or services that foster drug and violence free behavior for students who are not enrolled in the regular school environment, such as students who are at risk of dropping out, students who have been expelled from their regular school classes, students who are undergoing treatment for drug use, youth in detention centers, etc.
- 4. Student assistance practices and programs. This category pertains to the provision of violence, alcohol, tobacco and other drugs (V/ATOD) prevention and intervention counseling, identification and referral, support groups, and the integration of the delivery of services from a variety of school-based mental health service providers to combat illegal alcohol, tobacco, drug use; school violence and other forms of disruptive behavior; such as sexual harassment and abuse; and illegal gang activity. Authorized activities include but are not limited to:
 - School-based mental health services
 - development and implementation of student/building assistance teams, core teams and intervention assistance teams;
 - educational support groups for children of alcoholics, children who have witnessed violence, etc.
 - strategies to integrate the delivery of services from a variety of providers to combat illegal alcohol, tobacco and other drug use, and violence, such as:
 - referral to family counseling for treatment or rehabilitation of students who are victims of or witnesses to crime or who use alcohol, tobacco and other drugs. (See funding restrictions described under "II. General Fiscal Guidelines, B 8" on page 6.)
 - early intervention activities that prevent family dysfunction, enhance school performance, and boost attachment to school and family.
- 5. Truancy reduction programs
- 6. Student harassment programs. Age-appropriate, developmentally based violence prevention and education programs for all students, from the preschool level through grade 12, that address the legal, health, personal, and social consequences of violent and disruptive behavior, including sexual harassment and abuse, and victimization associated with prejudice and intolerance, and that include

activities designed to help students develop a sense of individual responsibility and respect for the rights of others.

- 7. Drug testing
- 8. Locker searches
- 9. Emergency intervention services
- 10. Record transfer system
- 11. Character education
- 12. School safety hotline
- 13. Community service. This category pertains to activities conducted by students to benefit the larger community and encourage students to lead drug-/violence-free lives or increase students' sense of community. These activities may include service learning.
- 14. Mentoring. Programs that encourage students to seek advice from, and to confide in a trusted adult regarding concerns about violence and illegal drug use.
- 15. Early warning signs training
- 16. Domestic/child abuse programs
- 17. Employee background checks

D. Security Measures*

This category refers to security efforts to enhance prevention, identification and intervention as a means of insuring a safe, drug-free environment for the student population. Authorized activities include:

- 1. Hiring and training of school security personnel
- 2. Security hardware
- 3. Safe zones of passage. supporting "safe zones of passage" for students between home and school through such measures as Drug-and Weapon-Free School Zones, enhanced law enforcement, and neighborhood patrols;
- 4. Reporting criminal offenses
- 5. Developing/implementing comprehensive school security plans
- * Please note: Safe, Drug-Free Schools and Communities Act funds may only be used for these activities if funding for such activities is not received from other Federal Agencies. Not more than 40 percent of the funds granted to the district may be used to carry out security activities as identified in 1 6. Of the 40%, not more than 50% can be used to carry out activities described in 2-5 above. (Title IVA, Sec. 4115 (b)(2)(F)(1)), (See funding restrictions described under "II. General Fiscal Guidelines, B 5" on page 5.)
- E. Data Collection/Analysis for Needs Assessment, Implementation, Evaluation (Budget line #5)

 This category pertains to the overall evaluation of the V/ATOD prevention program (not the assessment of individual performance indicators or activities which is required for each identified goal). Authorized activities could include V/ATOD surveys of the student body (initial and repeated surveys), comparison of outcomes from a sample group and control group, and contracted services with a professional evaluator.
- F. Administrative Costs (Budget line#6)
 (See funding restrictions described under "II. General Fiscal Guidelines, B.2 page 5.)

This category pertains to those costs incurred in the administration of the grant, i.e., coordination and reporting activities, secretarial support, etc. Expenditures in this category may not exceed 2% of the district's total SDFSC allocation for any given fiscal year.

- G. age-appropriate, developmentally based alcohol, tobacco and other drug prevention and education programs for all students, from the preschool level through grade 12, that address the legal, social, personal and health consequences of the use of illegal drugs, promote a sense of individual responsibility, and provide information about effective techniques for resisting peer pressure to use illegal drugs. (Title IV, Sec. 4116 (b)(1))
- H. implementation of instructional programs intended to affect critical life skills, knowledge, and attitudes, including character education, social skills, techniques for resisting peer pressure, decision-making, refusal skills, anger control skills, critical analysis, systematic judgment, problem solving skills, and skills in resolving conflict without violence. (Title IV, Sec. 4116 (b)(4)(D))
- I. drug abuse resistance education programs designed to teach students to recognize and resist pressures to use alcohol or other drugs, which may include activities such as classroom instruction by uniformed law enforcement officers, resistance techniques, resistance to peer pressure and gang pressure, and provisions for parental involvement. (Title IV, Sec. 4116 (b)(9))
- J. pro-active, instructional school-wide discipline systems, including standards of conduct for students and employees that clearly define sanctions for violations. Effective systems are developed with the involvement of all school staff, students, parents, and members of the community and are distributed to all students, parents, and employees.
- D. Curriculum Development or Acquisition (Title IV, Sec. 4116 (b)) (Budget line # 4) (See funding restrictions described under "II. General Fiscal Guidelines, B.5 & B.7" on page 5.)

This category refers to the purchase or local development of materials for pre-school through grade 12, textbooks and materials (e.g., books, workbooks, videotapes, software, and other learning resources) in the following areas:

- 1. age-appropriate, developmentally based alcohol, tobacco, and other drug prevention and education programs for all students, from the preschool level through grade 12, that address legal, social, personal and health consequences of the use of illegal drugs, promote a sense of individual responsibility, and provide information about effective techniques for resisting peer pressure to use illegal drugs;
- 2. age-appropriate, developmentally based violence prevention and education programs for all students, from the preschool level through grade 12, that address the legal, health, personal, and social consequences of violent and disruptive behavior, including sexual harassment and abuse, and victimization associated with prejudice and intolerance;
- 3. activities designed to help students develop a sense of individual responsibility and respect for the rights of others, and to resolve conflicts without violence;
- 4. the portion of comprehensive health education programs devoted to violence and alcohol, tobacco and other drugs (V/ATOD) prevention.

F. Parent Education/Involvement (Title IV, Sec. 4116 (b)(2)(B), (4)(B), (4)(E)) Activities Not Directly Affecting Students (Budget line#7)

This category refers to awareness and training activities for parents in the areas of V/ATOD prevention, education, early intervention or rehabilitation referral. Included in this category are drug and violence prevention programming (education or training,;, assisting with drug or violence prevention instruction or activities in the school (e.g., serving as instructors, aides, mentors, etc.).

G. Before-and-After School Programs (Title IV, Sec. 4116 (b)(8)) (Budget line #8)

This category refers to before-and-after school recreational, instructional, cultural and artistic programs in supervised community settings. Before and after school programs should include activities from categories B, and C described above.

H. Community Education/Involvement (Title IV, Sec. 4116 (b)(2)(B), (4)(B), (4)(E)) Activities Not Directly Affecting Students (Budget line#9)

This category refers to awareness and training activities for law enforcement officials, judicial officials, health service providers, and community leaders in the areas of V/ATOD prevention, education, early intervention or rehabilitation referral. Included in this category are drug and violence prevention programming (education or training,;, assisting with drug or violence prevention instruction or activities in the school (e.g., serving as instructors, aides, mentors, etc.); and activities associated with the development and ongoing operation of the regional advisory council. Also included are comprehensive, community-wide strategies to prevent or reduce illegal gang activities, joint delivery of prevention services and referrals, and public awareness activities.

Return of Funds to State Educational Agency; Carryover Funds, and Reallocation -

- "(A) RETURN Except as provided in paragraph (B), upon the expiration of the 1-year period beginning on the date that a local educational agency under this title receives its allocation under this subpart
 - "(A) such agency shall return to the State educational agency any funds from such allocation that remains unobligated; and
 - "(B) the State educational agency shall reallocate any such amount to local educational agenciess that have plans for using such amount for programs or activities on a timely basis.
- "(B)CARRYOVER In any fiscal year, a local educational agency, may retain for obligation in the succeeding fiscal year
 - "(A) an amount equal to not more than 25 percent of the allocation it receives under this title for such fiscal year; or
 - "(B) upon a demonstration of good cause by such agency and approval by the State educational agency, an amount that exceeds 25 percent of such allocation ." (Title IV, Sec. 4114 (a)(3)(B)(I) and (ii))
- (C) REALLOCATION If a local education agency chooses not to apply to receive the amount allocated to such agency under this subsection, or if such agency's application... is disapproved by the State educational agency, the State educational agency shall reallocate such amount to one or more of its other local educational agencies.

III. GENERAL FISCAL GUIDELINES

- A. "Drug and violence prevention" is defined as:
 - 1. with respect to drugs, prevention, early intervention, rehabilitation referral, or education related to the illegal use of alcohol and the use of controlled, illegal, addictive, or harmful substances, including inhalants anabolic steroids:
 - 2. prevention, early intervention, smoking cessation activities, or education, related to the use of tobacco by children and youth eligible for services under this title; and
 - 3. with respect to violence, the promotion of school safety, such that students and school personnel are free from violence and disruptive acts, including sexual harassment and abuse, and victimization associated with prejudice and intolerance, on school premises, going to and from school, and at school-sponsored activities, through the creation and maintenance of a school environment that is free of weapons and fosters individual responsibility and respect for the rights of others.
 - B. The following statements speak to specific issues addressed in the SDFSCA.
 - 1. Expenditures of funds must be consistent with the purposes of the act and be deemed necessary and reasonable. There must be a direct relationship between costs incurred by an LEA and the activities included in its approved application.
 - 2. Funds may pay up to 2% direct administrative costs associated with the operation of the Safe, Drug-Free Schools and Communities Act Grant Program.
 - 3. Funds may be used to hire personnel if the personnel are hired to carry out activities consistent with the purposes of the act that are included in an approved application.
 - 4. Time distribution records must be maintained for employees working part of the time on SDFSCA activities and part of the time on other programs. Such records must be retained for a period of five years.
 - 5. Applicants may use no more than 20% of the SDFSCA funds to purchase equipment. This amount is in addition to the 40% of funds allowable for safe zones of passage, security personnel, and security equipment described in Category I. Security. (See specific conditions that must be met in this category). All equipment purchases will be scrutinized closely to assure that the expenditure is deemed necessary and reasonable.
 - 6. Funds may not be used for general entertainment or social activities, such as dances or parties. SDFSCA funds may be used for performance-oriented presentations by individuals and groups whose presentations are V/ATOD education and prevention focused.
 - Clothing, gifts, prizes, and awards expenditures must be directly related to the district's SDFSCA comprehensive plan and must be considered essential and reasonable costs towards achieving the V/ATOD education and prevention program plan. Districts should maintain documentation to justify expenditures that might otherwise be challenged as unnecessary or unreasonable expenses.
 - 7. Funds **may not** be used for a comprehensive health education program or curriculum. Districts may choose to include V/ATOD education and prevention as a part of a comprehensive health education program; however, Safe, Drug-Free Schools and Communities Act funds must be limited to the portion of the program, curriculum or materials dealing with V/ATOD education and prevention.
 - 8. Funds **may not** be used for rehabilitation or treatment. Funds may be used for referrals for rehabilitation and treatment.
 - 9. Funds **may not** be used for construction costs.
 - 10. Funds may not be used to fulfill the matching requirements of another federal program.